



HAMILTON COUNTY
JOB OPPORTUNITY
AN EQUAL OPPORTUNITY EMPLOYER

Posting Number:	113-12
Date Posted:	September 12, 2012
Deadline to Apply:	Open Until Filled

POSITION: Eligibility Technician (Bargaining Unit)

CLASSIFICATION: Eligibility Technician (2 vacancies)

DEPARTMENT: Job and Family Services

LOCATION: Family and Adult Assistance
222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$13.17 per hour

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

An associate degree or the equivalent of an associate degree (at least ninety-four (94) quarter credit hours or the equivalent in semester/trimester hours) with at least one three (3) hour course in each of the following: interviewing, office/information technology, basic mathematics, public relations, communications and nine (9) credit hours in English which must include basic grammar, writing skills and composition; or two (2) years experience in public contact work involving interviewing and collecting, organizing, analyzing and interpreting complex data; or equivalent. All candidates must be able to demonstrate strong oral and written communication skills and strong interpersonal relations skills. NOTE: Current employees are eligible to apply if they have two (2) years Job & Family Services experience. May be required to work evenings and weekends.

Listed below is a brief summary of the JOB DUTIES:

Interviews applicants/recipients to determine their eligibility for public assistance, including, but not limited to, Ohio Works First, Medicaid, nursing home, supplemental and emergency assistance, foster care, food, medical and financial assistance, through office, telephone or home visits; computes budgets; verifies all documentation submitted to support request for assistance in accordance with public assistance guidelines; approves or denies applications; explains to recipients their rights, income maintenance procedures and other available welfare services; refers applicants and recipients to other welfare units, community and/or government agencies when appropriate (i.e., child care, work activity programs, social services, Bureau of Employment Services, Social Security, etc); collects comprehensive and complete data and enters such into applicable state and local systems; processes changes to cases that occur in between interviews, including, but not limited to initiating sanctions, reviewing new hire, matches, adding individuals to case, process mail, etc. Attends necessary training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Human Resources Department
138 E. Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.